

Spec. Code: 3802  
Occ. Area: 03  
Work Area: 013  
Prob. Period: 6 mo.  
Prom. Line: none  
Effective Date: 11/28/89

## **SUPERVISOR OF REHABILITATION EQUIPMENT AND FACILITIES**

### Function of Job

Under administrative direction from a designated administrator, to be responsible for the supervision, scheduling, use, inventory, and maintenance of Rehabilitation-Education Center equipment (such as buses, wheelchairs, special prosthetic equipment, special typewriters, Braillewriters, and adaptive sports equipment) and for the supervision of equipment attendants, clerical employees, and operators in the use of the equipment.

### Characteristic Duties and Responsibilities

1. coordinates the transportation services for disabled students with other services within the Rehabilitation-Education Center and Division
2. employs and is responsible for the over-all training and orientation of drivers, equipment attendants, and clerical and student employees
3. arranges for contractual agreements and procedures for maintenance and repair of buses and other special equipment
4. keeps current records of inventory, issuance and use of equipment, operating expenses, wages, repairs, and related data
5. keeps records that serve as a basis for subsidies and incomes and the issuance of special equipment
6. is responsible for scheduling safety and maintenance checks on special equipment (such as buses, bus lifts, prosthetic equipment, ramps, entrances, walks, and loading zones)
7. supervises the use, repair, replacement, and storage of special prosthetic and sports equipment maintained by the Center
8. is responsible for physical and mechanical aspects of inventory within the Division and the Center
9. performs related duties as assigned

Minimum Acceptable Qualifications

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of a valid driver license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent
2. high school graduation or equivalent
3. four years of experience in the management of equipment and personnel
4. three years of experience in driving buses and/or comparable heavy equipment

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. comprehensive knowledge of the management of equipment—issuance, recovery, inventory, operations, scheduling, routing, maintenance, and record-keeping
2. thorough knowledge of federal and state laws and university policies governing the operation of motor vehicles and the procurement, maintenance, issuance, and inventory of other equipment
3. thorough knowledge of inventory procedures, procurement procedures, and safety procedures
4. ability to drive rehabilitation center buses on campus
5. ability to diagnose mechanical difficulties in equipment related to the job
6. ability to work with superiors, other employees, and persons with physical disabilities and related problems